

## **APPENDIX 6 TRAINING, DRILLS, AND EXERCISES**

**PRIMARY AGENCY:** Washington State Military Department  
Emergency Management Division

**SUPPORT AGENCIES:** Washington State Department of Agriculture  
Washington State Department of Health  
Washington State Patrol  
Washington State Department of Transportation  
Washington State Counties  
Umatilla Chemical Depot  
United States Department of Energy-Richland Operations  
Energy Northwest  
Federal Emergency Management Agency

### **I. INTRODUCTION**

#### **A. Purpose**

To provide training, drills, and exercises to improve the skills of emergency management personnel and to ensure maximum readiness for state and local jurisdiction officials, employees, and volunteers assigned emergency responsibilities, as well as, the public, and to support reentry and recovery operations.

#### **B. Scope**

Pertinent state and county agencies will take part in training, drills, and exercise programs in support of this Plan.

### **II. POLICIES**

Training activities are to be coordinated to consolidate similar training sessions into joint hazards training opportunities. Whenever exercise activities have the potential to satisfy exercise requirements of a regulated program, the Washington State Military Department, Emergency Management Division (EMD) will seek approval to gain program credit for such activities.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

Emergency management training, drills, and exercises are vital to the effectiveness of the *Washington State Comprehensive Emergency Management Plan* (CEMP) and its supporting procedures. These activities validate the operational concepts and resource preparations needed to carry out emergency

functions. Certain regulated programs use the term “drill.” It may mean either “drill” or “functional exercise” or “full-scale exercise” in standard emergency management parlance, which is used in this document.

## **B. Training**

The training program is designed to enhance personnel proficiency in general emergency management subjects and to train emergency management personnel for their roles under operational plans and procedures. These activities take place at every level of government, as well as, in volunteer organizations and private businesses. Recovery training programs provide instruction for state, county, and municipal personnel responsible for implementing this Plan and its procedures. Initial and annual training is primarily accomplished through program orientations, tabletop exercises, functional exercises, full-scale exercises, and drills. Specific technical training is conducted in small groups by the lead agency for that activity. Recovery groups receiving training includes, but are not limited to, the following:

1. Directors or coordinators of recovery agencies receive comprehensive initial and annual training through orientations and drills on the overall program, and the decision-making process from their program staff.
2. Personnel responsible for damage assessment receive initial and annual training from the facility on the equipment and procedures necessary to accurately assess damage.
3. Hazardous materials monitoring teams and radiological analysis personnel receive initial and annual training from the facility and/or the Department of Health (DOH).
4. Law enforcement, security, and firefighting personnel receive annual training from facilities and/or local jurisdiction.
5. First aid and rescue personnel receive annual training from the facilities and/or the local jurisdiction.
6. Local support services personnel, including emergency services personnel, receive annual training from the local jurisdiction.
7. Medical support personnel receive annual training from the facility and/or local jurisdiction counties.
8. Personnel who transmit emergency information and instructions receive annual training from the local jurisdiction, state EMD, and the facility.
9. Personnel with reentry and/or recovery responsibilities receive initial and annual training from their respective organizations.
10. Exercises will include reentry and recovery activities, as determined in the needs assessment step of the exercise design process.

## C. Drills

1. Drills are supervised instruction sessions designed to maintain and develop skills in specified areas. A drill can be part of an exercise.

Fixed facility recovery drills are conducted to familiarize and train state and county personnel with their emergency responsibilities and duties. These drills also provide a means of recovery performance evaluation.

2. Energy Northwest, Columbia Generating Station drills required by federal regulations include:

- a. Communications Drills

- (1) Monthly communications drills (to include the aspect of understanding the content of messages) of telephone communications between the facility, each plume exposure Emergency Planning Zone (EPZ), county Emergency Operations Center (EOC), and state emergency response agencies.
- (2) Quarterly communications drills between federal response agencies and states within the ingestion pathway.
- (3) Annual communications drills by DOH between the state field teams and the facility.

- b. Medical Emergency Drills

- (1) Plume exposure EPZ counties will participate in annual medical emergency drills, involving a simulated contaminated individual, that contain provisions for participation by local support services (i.e., ambulance and offsite medical treatment facilities).
- (2) Medical emergency drills involving designated hospitals, county emergency services, and state agencies will be conducted biennially, as appropriate.

- c. Radiological Monitoring Drills

Radiological monitoring drills will be conducted annually by DOH.

- d. Health Physics Drills

DOH physics drills involving DOH radiological sampling and monitoring teams will be conducted semi-annually to test and analyze samples of simulated elevated airborne and liquid samples and direct radiation measurements in the environment.

## D. Exercises

1. Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators identify strengths and weaknesses encountered during the exercise. Changes to plans and procedures are incorporated immediately, if necessary, or in the next review cycle. If an exercise reveals a proficiency problem, training is enhanced to address that need. As appropriate, advance materials will be provided to evaluators and controllers.
  
2. **Energy Northwest – Columbia Generating Station**
  - a. Energy Northwest – Columbia Generating Station exercises will be conducted biennially in accordance with Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA) rules. They will test all of the major elements of the plan during FEMA's 33 objective, six-year exercise cycle program. When deemed necessary, exercises will require offsite reentry and recovery activities. Official evaluators will observe, evaluate, and critique the exercise.
  
  - b. Scenarios for exercises will be varied from exercise to exercise to allow all organizations having a role to demonstrate Columbia Generating Station preparedness. The facility operator, in cooperation with EMD, DOH, Washington State Department of Agriculture (WSDA), and appropriate county government(s) will prepare Columbia Generating Station exercise scenarios. Information about the scenario will not be released to participants before the exercise to ensure a realistic evaluation of emergency preparedness. The scenario will include specific objectives, limitations, dates, times, places, and participating organizations, schedules of real or simulated events, a narrative summary of events, arrangements for official observers, and a timeline for integrating the activities of participating organizations.
  
  - c. Ingestion exposure pathway exercises will be held at least once every six years. These exercises normally include reentry and recovery tasks.
  
3. **United States Department of Energy-Hanford Site Exercises**
  - a. Two United States Department of Energy-Hanford Site (Hanford Site) exercises will be conducted each year--a tabletop exercise and a functional exercise.
  
  - b. The state and each county within the plume exposure pathway EPZ must participate in the exercises.

#### 4. **Chemical Stockpile Emergency Preparedness Program Exercises**

Chemical Stockpile Emergency Preparedness Program (CSEPP) exercises are conducted to provide a timely assessment of the level of preparedness at the Umatilla Chemical Depot (UMCD) and its surrounding communities in the Immediate Response Zone (IRZ). The exercises provide a basis upon which to build and strengthen reentry and recovery capabilities both on and off-post. Evaluation consists of determining the level of existing CSEPP chemical accident/incident reentry and recovery capabilities as they pertain to people, plans, procedures, and training.

5. Evaluator critiques will be scheduled for the conclusion of the exercise or drill to determine the ability of the organization to recover as called for in the plan.
6. Exercise and drill comments are to be evaluated for possible modifications to plans and procedures.

### IV. **RESPONSIBILITIES**

#### A. **General**

1. Support for training will be provided by EMD, DOH, the facility, or the county emergency management agency. FEMA, Columbia Generating Station, and the Hanford Site also provide training to state and county agencies with emergency reentry and recovery duties
2. EMD, DOH, the facilities, and the affected county(ies) within the plume and ingestion exposure pathway EPZs will coordinate and conduct exercises. Exercises will be developed by jointly setting objectives, creating scenarios with simulated events, developing participant lists, and producing evaluation materials. EMD, DOH, and the affected county(ies) will ensure exercises are conducted, narrative summaries of the exercises are produced, and evaluator and observer comments are addressed in a timely manner
3. Management controls in each agency will be used to ensure corrective actions are implemented following drills and exercises.

#### B. **Primary Agency:**

##### **Washington State Military Department - Emergency Management Division**

1. Training sessions are to be conducted, as necessary, to meet program and/or other requirements.
2. In-house critiques will be conducted after each drill or exercise and incorporate resulting appropriate changes into the next revision of this Plan. In the event significant planning issues are identified, an immediate

change to this Plan shall be issued. Routine editorial-type changes to this Plan can be held for the next annual review.

3. Develop a summary of resolved corrective actions arising out of each drill or exercise in conjunction with agencies participating in the drill or exercise. Ensure appropriate corrective actions are taken to correct any noted problems.
4. Ensure appropriate staff and volunteers receive initial and recurring training.
5. Conduct periodic training sessions and drills to validate the plan and procedures.
6. Maintain records of Columbia Generating Station related training provided, people attending, exam results, and corrective or remedial actions addressed by the training sessions to support the state's annual certification report.

**C. Support Agencies:**

**1. Washington State Department of Agriculture**

- a. Ensure appropriate people receive initial and recurring training.
- b. Conduct periodic training sessions and drills to validate the plan and procedures.
- c. Participate in training sessions to inform onsite and offsite reentry and recovery participants of the requests for support that WSDA will be making.
- d. Participate in joint integrated drills and exercises with facilities, counties, and other state agencies.

**2. Washington State Department of Health**

- a. Participate in joint integrated drills and exercises with facilities, counties, and other state agencies.
- b. Work with the planning agency to develop and conduct tabletop drills to validate plans and procedures.
- c. Conduct training exercises, both internally and in conjunction with other agencies, to provide realistic, hands-on experience.
- d. Ensure responders have received initial and refresher training appropriate for their positions.
- e. Coordinate training with EMD and facilities.

- f. Coordinate and provide biological, chemical, or radiological, specific training to all agencies requiring or requesting training.

### **3. Washington State Patrol**

- a. Participate in joint integrated drills and exercises with facilities, counties, and other state agencies.
- b. Work with the planning agency to develop and conduct tabletop drills to validate plans and procedures.
- c. Coordinate training with EMD and facilities.
- d. Ensure appropriate people receive initial and recurring training.
- e. Conduct periodic training sessions and drills to validate the plan and procedures.

### **4. Washington State Department of Transportation**

- a. Participate in joint integrated drills and exercises with facilities, counties, and other state agencies.
- b. Work with the planning agency to develop and conduct tabletop drills to validate plans and procedures.
- c. Coordinate training with EMD and facilities.
- d. Ensure appropriate people receive initial and recurring training.
- e. Conduct periodic training sessions and drills to validate the plan and procedures.

### **5. Counties**

- a. Ensure appropriate people receive initial and recurring training.
- b. Coordinate training requirements with EMD.
- c. Conduct periodic training sessions, drills, and exercises to validate the plan and procedures.
- d. Participate in joint integrated drills and exercises with facilities, other counties, and state agencies.
- f. For Columbia Generating Station related training, maintain records of training presented, people attending, exam results, and corrective or remedial actions addressed by the training sessions to support the state's annual program certification report to FEMA.

**6. Umatilla Chemical Depot**

- a. Support requests for assistance from state and county agencies.
- b. Provide critiques of observed drills and exercises. Participate in joint integrated drills and exercises with other facilities, counties, state, and federal agencies.

**7. United States Department of Energy-Hanford Site**

- a. Support requests for assistance from state and county agencies.
- b. Provide critiques of observed drills and exercises.
- c. Participate in joint integrated drills and exercises with other facilities, counties, state, and federal agencies.

**8. Energy Northwest**

- a. Support requests for assistance from state and county agencies.
- b. Provide critiques of observed drills and exercises.
- c. Participate in joint integrated drills and exercises with other facilities, counties, state, and federal agencies.

**9. Federal Emergency Management Agency**

- a. Support requests for assistance from state and county agencies.
- b. Provide critiques of observed drills and exercises.
- c. Participate in joint integrated drills and exercises with facilities, counties, state, and other federal agencies.

**10. Other federal agencies**

May be asked to participate in the design, conduct, and/or evaluation of exercises of this or related federal plans.

**V. RESOURCE REQUIREMENTS**

Resources required to support training, drills, and exercises will be identified by the agency providing the training in sufficient time to allow participants to be prepared.



## **VI. RESPONSIBILITIES**

### **A. General**

1. State and local jurisdiction emergency management directors are responsible for developing and implementing exercise, training, and public education programs to ensure emergency management personnel are adequately prepared to meet emergency needs.
2. State and local jurisdiction emergency management organizations should conduct annual exercises to validate the effectiveness of their emergency plans and procedures. Exercises mandated by contract or other requirements may be used to satisfy this requirement.
3. State and local jurisdiction agencies may request and receive assistance from Washington State Military Department, EMD, in the development and implementation of training exercises for state and local emergency management plans. Financial assistance may be available through the state EMD from the federal government.

### **B. Local Jurisdictions**

1. Determine local training and public education requirements in coordination with state EMD.
2. Ensure participation of emergency management staff and associated integrated emergency management personnel in professional development training.
3. Coordinate emergency management exercise and training activities with other local agencies.

### **C. State Agencies**

1. The state EMD maintains overall responsibility for disaster exercise, training, and public education programs.
2. Other state agencies cooperate with state EMD and the FEMA to develop and implement on-going emergency management training, to facilitate plan and procedure development and evaluation, and to assist emergency management personnel as they carry out their emergency duties and responsibilities.
3. Official exercise observers and visitors who wish to visit the state EOC must coordinate the visit two weeks in advance of the actual visitation date. The receptionist at the state EOC will greet all personnel entering the facility. Visitors shall receive identification badges. Visitors choosing to observe exercises or drills must wear badges and be escorted at all times.

**D. Public Education**

Public education programs are a vital aspect of emergency/ disaster mitigation, preparedness, response, and recovery. A prepared public is the first line of defense. Public education provides all-hazard awareness and preparedness programs for every facet of the statewide community. These programs will ultimately decrease the number of dead and injured, reduce the demand on emergency and other services and empower people to maintain control over the quality of their lives in times of disaster. This is accomplished through presentations, neighborhood preparedness programs, videotapes, annual preparedness campaigns, and various preparedness programs and publications.

**VII. REFERENCES**

See Appendix 3, References